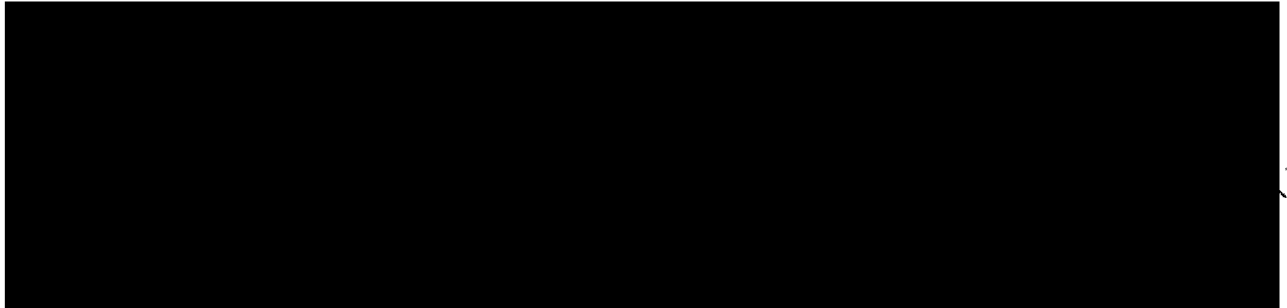


CONFIDENTIAL

OC-M-74-686
6 December 1974

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Weekly Report

25X1C



2. [REDACTED] The PCS communicator assigned to [REDACTED] is scheduled to arrive on 6 December 1974. [REDACTED] technicians are scheduled to begin the temporary communications installation the first week in December. The [REDACTED] clerk has arrived, however, the equipment for [REDACTED] use has not arrived.

3. [REDACTED] The temporary station established [REDACTED] in December 1973 has Headquarters's approval to upgrade to on-line KW-7 operations.

4. Hours of Coverage: Daily communications coverage is being reduced to 16 hours in [REDACTED] and to eight hours in [REDACTED] effective 15 December.

5. Automated Relay Station (ARS): Final acceptance testing of the [REDACTED] Automated Relay Station (ARS) is underway. The tests were delayed by software/disc file control problems. This delay has a domino effect on the [REDACTED] acceptance tests. Commencing dates are 20 January 1975 for [REDACTED] and 17 March 1975 [REDACTED]

6. Telephones: The backlog of telephone installation work orders has been reduced from 159 to 119. The all time high was 190 which meant as much as 3-4 months of delay on low priority installations. All installations should now be completed within 30 days or less from time of request.

CL By 032775
E2 IMPDET

CONFIDENTIAL

CONFIDENTIAL

7. Training:

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

A. [REDACTED] Chief of Training is conducting a three week DATEX operator training course at Headquarters. While here on this training we will have the opportunity to discuss with him some reduction of some [REDACTED] training courses portions of which duplicate training which our students have already received. He will also be given a tour of the [REDACTED]
[REDACTED]

B. [REDACTED]: The training workload [REDACTED] for the week of 9 December is projected to be 14 courses of instruction with 66 students enrolled. A breakdown of student enrollment by Agency component is as follows:

Office of Communications	64
DDO/DCD	1
[REDACTED]	1

25X1A

25X1A

25X1A

C. [REDACTED]: Conferences and seminars scheduled [REDACTED] during the period 9-13 December are:

Date	Activity	Attending
9-13 December	OC Practical Writing Course	10
9-13 December	DD/A Trends and Highlights	53
11-13 December	OSR Seminar	40

25X1A

[REDACTED]
Director of Communications

CONFIDENTIAL